

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1044A1

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Agency

Board of County Commissioners Cecil County

Division/Unit

Purchasing Office

Item  
No.

Description

Retention

Amendment to add item to Schedule C1044

7.

**Renewal Packages (Bid, RFP, RFQ)** (as one file copy)

Bid Sheet or Proposal Sheet  
Signed and Notarized Renewal Letter

Retain active year and four (4)  
prior years. Destroy after five  
(5) years.

Schedule Approved by Department, Agency,  
or Division Representative.

Date

4/27/10

Signature

Typed Name

David E. Pyle

Title

Purchasing Agent

Schedule Authorized by State Archivist

Date

18 May 10

Signature

*Edward C. Loper*